

CLAIMS

What is claimed is:

1. A method of distributing and monitoring use of electronically stored documents comprising:

5 electronically storing a plurality of editable form documents in a forms database;
providing access, via a bi-directional communications network, to users of said forms database;

enabling each user who has obtained access to said database to view a directory of stored form documents;

10 enabling each said user to select and view at least one of said stored form documents from said directory;

enabling said user to edit and retrieve an edited version or an unedited version of said document selected from said directory; and

15 identifying and storing information regarding actions taken by each user in connection with said database.

2. A method according to claim 1 and further comprising:

enabling system monitor ones of said users to access said stored information regarding actions and to compile data regarding said actions.

3. A method according to claim 1 wherein:

upon providing access by a user to said forms database, registering a hit when said user takes an action with respect to said database.

4. A method according to claim 3 wherein:

upon providing access by a user to said forms database, registering and storing a database hit.

5. A method according to claim 4 wherein:
upon registering a database hit, storing the identity of the user accessing said database.

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6. A method according to claim 5 wherein:
upon registering a database hit, storing the identity of the data of said database hit.

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7. A method according to claim 6 wherein:
upon enabling said user to select said at least one of said stored documents,
registering a hit for the particular document selected.

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8. A method according to claim 7 wherein:
upon registering a hit for a particular document selected, registering a hit for a
particular group with which the particular document is associated.

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9. A method according to claim 7 wherein:
upon enabling said user to select said at least one of said stored documents,
registering a hit for a particular organization with which said user is associated.

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10. A method according to claim 9 wherein:
upon enabling a user to select and view a stored document, cross-referencing user
and document data.

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11. A method according to claim 10 wherein:
upon enabling a user to retrieve a version of a document selected from said
directory, recording a download hit for said document.

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12. A method according to claim 8 wherein:
each of said stored documents comprises a form contract associated with
particular operational groups within a business organization; and
said database further comprises explanatory information relating to alternative
provisions for said contracts.

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13. A method of electronically storing, distributing and monitoring use of
electronically editable documents comprising form contracts according to claim 1 and
further comprising::

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identifying and storing the identity of each user who obtains access to said
database.

14. A method according to claim 13 and further comprising:
storing a first indicator with respect to each form contract each time it is viewed
by a user.

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15. A method according to claim 14 and further comprising:
storing a second indicator with respect to each form contract each time it is
downloaded by a user.

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16. A method according to claim 15 and further comprising:
storing a third indicator with respect to each form contract each time it is used by
a user associated with a particular group.

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17. A method according to claim 1 wherein:
each of said stored documents comprises a form contract associated with
particular operational groups within a business organization; and
said database further comprises explanatory information relating to alternative
provisions for said contracts.

18. A method according to claim 17 and further comprising:
enabling system monitor ones of said users to access said stored information
regarding actions and to compile data regarding said actions.

19. A method according to claim 18 and further comprising:
enabling said system monitor users to retrieve reports of said actions.